

DD/A Registry  
File *Personnel 12*

DDA 77-3017  
27 May 1977

STATINTL MEMORANDUM FOR: [REDACTED]  
Chief, Position Management & Compensation Division

STATINTL FROM: [REDACTED]  
Executive Officer/DDA

SUBJECT: Draft Classification Standard for the Mail and File Series

Gene,

1. I have no problems with the mail and file series classification standard that you forwarded. It is a monumental effort and I just wonder if we will ever get through all the work that is needed to get our jobs under the Factor Evaluation System.

2. The mail and file series is well done and clear but there is always some question as to whether the bench marks will apply to all positions in the Agency. It seems as a basic tool for evaluating and classifying positions it is most worthwhile, but with the variations that exist in mail and file jobs within the Agency an additional personal look may be necessary to adequately classify the job.

STATINTL

Attachment

STATINTL EO/DDA [REDACTED] smf (27May77)

Distribution:

- Orig w/att - addressee
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Attachment: Draft Standards for Mail and File

Series (Information Control and Records) GS-305

STATINTL

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**Next 1 Page(s) In Document Exempt**

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25 April 1977

STATINTL MEMORANDUM FOR: [REDACTED]  
Directorate of Administration

STATINTL FROM : [REDACTED]  
Chief, Position Management & Compensation Division

SUBJECT : Review of the Draft Classification Standard for the  
Mail and File Series (Information Control and Records)  
(GS-305)

REFERENCE : Memo For Deputy Directors from D/Pers; Dtd 20 July 1976  
Subject: Development of New Job Evaluation System for  
Use in the Classification of Agency Positions

1. Submitted herewith is a draft of a Position Classification standard on the Mail and File Series (Information Control and Records) for your review and comments prior to its eventual adoption as the bases for future classification action of positions covered by the standard.

2. As announced in the referenced memorandum (copy attached), the Agency will adopt the Factor Evaluation System (FES) for evaluating and classifying Agency positions. Under FES, Position Classification Standards are to be approved for each occupation for use in determining the title and grade of each position in that occupation. As FES is designed to make position classification more understandable for managers, employees and position management officers alike, lessen the subjectivity in evaluation and provide a greater degree of consistency in application, it is essential that the standard accurately describe the given occupation and identify each of the positions and factor levels possible within the occupation.

3. The attached Mail and File Standard was developed in accordance with the FES concept and format. To the extent possible, representative mail and file functions are reflected in the factor levels and in the benchmark position descriptions based on existing work situations found in the Agency. Point values for the various factors will be determined at a later stage of the standard's development. Your review should include the following:

(a) Adequacy of the occupational information, i.e., are most major functions normally found in mail and file positions in your component or directorate addressed in the standard?

(b) Are there sufficient levels within each of the factors to cover most mail and file positions?

- (c) Are the distinctions between the factor levels clear?
- (d) Do the examples cited in many of the factor levels add to and support the factor level definitions?
- (e) Are the benchmarks representative of mail and file positions in your component?
- (f) Any other comments which you might wish to make concerning the standard.
- (g) Although factor level "points" are not being determined at this stage of review, your perceptions of what grade levels are covered by this standard are requested.

4. Your views regarding this standard will be appreciated and considered prior to its final publication and issuance for mandatory application in classifying Agency mail and file positions. Please return this draft standard with your comments by 31 May 1977. If at anytime during your review you desire to discuss any aspect of the standard, please contact [REDACTED] of this Division on extension [REDACTED]

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Attachments

20 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Executive Secretary, Office of the DCI

FROM : F. W. M. Jamney  
Director of Personnel

SUBJECT : Development of New Job Evaluation System for Use  
in the Classification of Agency Positions

1. Public Law 91-216, the Job Evaluation Policy Act of 1970, directed the Civil Service Commission (CSC) to develop a new job evaluation system for use throughout the Federal Government. As a result of this Act, the CSC established a Job Evaluation and Pay Review Task Force to study pay practices and job evaluation systems in both government and private industry. After approximately three years of study, the Task Force proposed a new system known as the Factor Evaluation System (FES).

2. In June of 1975 a study was made of Agency position management and evaluation policies and practices. One of the recommendations resulting from this study was the adoption of FES. A more recent review of Office of Personnel functions by the Inspector General's staff resulted in a further recommendation that the system be adopted by the Agency. As a result of these recommendations, I have directed the Position Management and Compensation Division (PMCD) of the Office of Personnel to proceed with the development and implementation of a new job evaluation system similar to FES for CIA.

3. In the near future, PMCD representatives will contact appropriate officers in your Directorate for the purposes of explaining the new system and requesting assistance in developing position classification standards and benchmark descriptions. Since position management is the combined responsibility of the Office of Personnel and operating managers, it is my desire to have the latter participate to the fullest extent practicable in these activities. The results of these efforts will be the basis for future position grade allocations.

(Signed) F. W. M. Jamney

F. W. M. Jamney

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